



## STANDARDS OF APPRENTICESHIP

adopted by

### EASTSIDE FIRE & RESCUE FIRE FIGHTERS APPRENTICESHIP COMMITTEE

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<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
FIREFIGHTER		373.364-010	36 MONTHS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

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OCTOBER 18, 2002  
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JULY 18, 2003  
Standards Amended (administrative)

By: LAWRENCE CROW  
Chair of Council

By: PATRICK WOODS  
Secretary of Council

## **EASTSIDE FIRE & RESCUE FIRE FIGHTERS** **APPRENTICESHIP COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

**The following standards for the development of the firefighter apprentices have been prepared by Eastside Fire & Rescue Fire Fighters Apprenticeship Committee and Local 2878 International Association of Firefighters, with assistance from the Apprenticeship and Training Section, Department of Labor & Industries. When approved and registered with the Registration agency, these Standards will govern the training of apprentices in this industry.**

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

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The area covered by these Standards shall be Eastside Fire & Rescue and all other contracted areas.

**II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age:           **Applicants must be at least 21 years of age.**

Education:   **Applicants must have high school degree or equivalent.**

Physical:      **Applicants must meet all entrance requirements for firefighter as set by Eastside Fire & Rescue Fire Fighters Apprenticeship Committee and minimum medical and health laws of 1970 LEOFF Act RCW 41.26.035**

Testing:       **See physical**

Other:          **N/A**

**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

**Exempt by reason of selection rules through (WAC 296-05-457).**

B. Equal Employment Opportunity Plan:

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1. **Participate in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
2. **Cooperate with school boards and/or community colleges and/or technical colleges to develop programs, which assist students in the apprenticeship system.**
3. **Disseminate information, within shops or stations, concerning equal opportunity policies of the program sponsor.**
4. **Grant credit for previous trade experience or trade-related courses for all applicants.**

**Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

**IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**The term of apprenticeship shall be 36 months of employment.**

**V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship.

Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

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**All apprentices employed in accordance with these Standards shall be subject to a probationary period for the first twelve (12) months of the term of apprenticeship.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**The ratio shall be one (1) apprentice to one (1) journey-level worker on the job site. It is the intent of the committee that by JAN 1, 1999 the ratio will be one (1) apprentice to two (2) journey-level workers on the job site.**

**VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

**See IAFF Local 2878 and K.C.F.D. 10 current work contract.**

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**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

**A. Firefighter**

- 1. Recruit School Training: - First Year**
  - a. Orientation**
  - b. Protective Clothing**
  - c. Safety Practices**
  - d. Fire Hose**
    - (1) Handling Techniques**
    - (2) Construction**
    - (3) Care & testing**
  - e. Ladders (ground)**
    - (1) Handling Techniques**
    - (2) Construction**
    - (3) Care & testing**
  - f. Operation Procedures of Pumper Company**
    - (1) Basic mechanical Operation**
    - (2) Hose Lays**
    - (3) Position Responsibilities**
  - g. Operating Procedures of Ladder Company**  
**Basic Mechanical Operation**
  - h. Equipment and Appliance Handling**
  - I. Water Supplies**
    - (1) Sprinkler Systems**
    - (2) Limitations**
    - (3) Introduction to Hydraulics**
  - j. Breathing Apparatus**
    - (1) Donning and Wearing**
    - (2) Limitations**
    - (3) Care and Maintenance**
  - k. Forcible Entry**
  - l. Search and Rescue**
  - m. Fire Prevention**
    - (1) Investigation**
    - (2) Hazards**
    - (3) Techniques**
  - n. Ventilation**

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- o. Extinguishers (portable)
    - (1) Classification
    - (2) Uses
  - p. Ropes & Knots
  - q. Salvage & Overhaul
  - r. Fire Chemistry
    - (1) Fire Spread
    - (2) Fire Behavior
    - (3) Fire Phases and Cusses
  - s. First Aid
    - (1) Rescue & Extrication
    - (2) Diagnosis
    - (3) Treatment
  - t. Live Fire Training
2. **Engine and Pumper Company: - First Year**
- a. Company Orientation
  - b. Eastside Fire & Rescue Standard Operating Guidelines  
Introduction to Fire Service Organization, Operations & Techniques
  - c. Safety Practices
    - (1) Fire Ground
    - (2) Equipment Operation
    - (3) Rescue
  - d. Fire Hose  
Handling Techniques
  - e. Ladders (Ground)
    - (1) Handling Techniques
    - (2) Care and Maintenance
  - f. Operation Procedures of Pumper Company
    - (1) Hose Layouts
    - (2) Position Responsibilities
    - (3) Preventive Maintenance
  - g. Equipment and Appliance Handling
    - (1) Operation
    - (2) Capabilities
    - (3) Maintenance
  - h. Water Supplies  
Hydrant Function
  - i. Breathing Apparatus
    - (1) Search & rescue Tactics
    - (2) Donning and Wearing
    - (3) Maintenance
  - j. Forcible Entry
  - k. Ventilation
  - l. Salvage & Overhaul

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- m. Ropes & Knots
  - n. Fire Behavior
    - (1) Heat Transfer
    - (2) Suppression Agents
    - (3) Flash Over and Backdraft
  - o. Response Areas of Eastside Fire & Rescue
  - p. Department Operating Procedures (Company Level)
  - q. Records and Reports (Company Level)
  - r. Electrical Hazards
3. **Engine, Ladder and Tender Company - First Year**
- a. Eastside Fire & Rescue Policies
  - b. Safety Practices
  - c. Fire Hose
    - (1) Handling Techniques
    - (2) Maintenance
    - (3) Testing
  - d. Ladders (Ground and Aerial)
    - (1) Handling
    - (2) Operation
    - (3) Care & Maintenance
  - e. Operation Procedures of Pumper Company
    - (1) Hose Layouts
    - (2) Position Responsibilities
    - (3) Pump testing
  - f. Equipment and Appliance Handling
  - g. Water Supplies
    - (1) Basic Hydraulics
    - (2) Hydrants
    - (3) Drafting
  - h. Tender Operations
    - (1) Drop Tank Procedures
    - (2) Water Shuttle
  - i. Breathing Apparatus
    - (1) Duration Factors
    - (2) Rescue Techniques
    - (3) Recharging
  - j. Forcible Entry
  - k. Fire Prevention
    - (1) Prefires
    - (2) Hazards
  - l. Ventilation  
Exposures
  - m. Extinguishers  
Maintenance
  - n. Ropes & Knots



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- o. Salvage & Overhaul
  - p. Department Operating Procedures
  - q. Records and Reports (Training Level)
  - r. Introduction to Fire Tactics
  - s. Operation and Driving of Light Duty Apparatus
  - t. Response Routes within Eastside Fire & Rescue
  - u. Dispatch Center Operation
  - v. Public Relations
4. **Engine, Ladder and Tender Company - Second Year**
- a. Safety Practices
  - b. Fire Hose
    - (1) Handling Techniques
    - (2) Maintenance and Repair
    - (3) Testing
  - c. Ladders (Ground and Aerial)
    - (1) Handling
    - (2) Operation
    - (3) Care and Testing
  - d. Operation Procedures of Pumper Company
    - (1) Hose Layouts
    - (2) Driving and Operating
    - (3) Pumper testing
    - (4) Mechanical Operation
  - e. Tender Operations
  - f. Equipment and Appliance Handling
  - g. Water Supplies
    - (1) hydraulic I
    - (2) Hydrant Grids
  - h. Breathing Apparatus
    - (1) Maintenance
    - (2) Search and Rescue
  - i. Forcible Entry II
  - j. Fire Prevention
    - (1) Prefires
    - (2) Hazards
    - (3) Records and Reports
  - k. Ventilation II
  - l. Extinguishers
  - m. Ropes & Knots
  - n. Salvage & Overhaul
    - (1) Building Precautions
    - (2) Recognize Point of origin
  - o. Hazardous-Material I
  - p. Departmental Operating Procedures
  - q. Records and Reports

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- r. Fire Tactics I or Incident Management I
  - s. Response Areas within Eastside Fire & Rescue
  - t. Fire Alarms
  - u. Sprinkler & Standpipe Operation
  - v. Live Fire Experience
    - (1) Foam Application
    - (2) Flammable Liquids
5. **Engine, Ladder and Tender Company - Third Year**
- a. Fire Hose
    - (1) Handling Techniques
    - (2) Maintenance and Repair
  - b. Ladders (Ground and Aerial)
    - (1) Handling
    - (2) Operation
    - (3) Aerial Procedures
  - c. Operation Procedures of Pumper Company
    - (1) Hose Layouts  
Responsibilities
    - (2) Operation
      - (a) Driving
      - (b) Pump (function & nomenclature)
  - d. Tender Operation
  - e. Equipment and Appliance Handling
  - f. Water Supplies
    - (1) fire flows
    - (2) Grid iron
    - (3) Hydraulics II
  - g. Breathing Apparatus
  - h. Forcible Entry II
  - i. Ventilation III
  - j. Fire Prevention
    - (1) Investigation
    - (2) Building Construction
  - k. Extinguishers
  - l. Ropes & Knots
  - m. Salvage and Overhaul

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- n.   **Hazardous Material II**
  - (1)   **Recognizing**
  - (2)   **Controlling**
- o.   **Records and Reports (Officer Level)**
- p.   **Tactics II or Incident Management II**
- q.   **Response Areas within Eastside Fire & Rescue**
- r.   **Live Fire Experience**

**TOTAL:                      36 MONTHS**

**The above training shall be completed within a 36-month period, not necessarily in above sequence.**

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ( ) Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- ( ) Private Technical/Vocational college
- ( ) Training trust
- (X) Other (specify): **Other methods as approved by the JATC committee**

**144** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

**A. Satisfactory Progress must be maintained in related classes. (Passing grade)**

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- B. The apprentice Recruit firefighter shall attend and successfully complete the recruit training course at the state academy or an equivalent. Apprentice to provide documentation of previous training that is equal to the above requirement.**
- C. The Apprenticeship committee will accept only fire service-related courses or other courses applicable to a Fire Command and Administration degree.**
- D. Every apprentice shall be current on required training before taking an increment test. (Class progression)**
- E. Three (3) hours of related credit may be allowed for every five page report on 8" X 11" paper, double spaced, to a maximum of 2 hours. Subject must be approved by the JATC committee. Papers will be reviewed by all committee members.**
- F. A maximum of 99 clock hours maybe allowed for classes in general education from an accredited college as they apply to Bellevue Community College curriculum for an Association of applied Science Degree in Fire Command and Administration.**
- G. SUGGESTED CURRICULUM FOR RELATED TECHNICAL INSTRUCTION**
  - 1. Fundamentals of fire suppression**
  - 2. Arson Detection for firefighters**
  - 3. Elementary Chemistry for firefighters**
  - 4. Elementary Physics for firefighters**
  - 5. Mathematics for the fire service**
  - 6. Fundamentals of fire protection**
  - 7. Elementary Fire Service Hydraulics**
  - 8. Fundamentals of Building Construction**
  - 9 Mechanical Drawing**
  - 10. Blueprint Reading**
  - 11. Uniform Fire Code**
  - 12. Uniform Building Code**
  - 13. Fire Prevention Inspections**
  - 14. Prefire Planning**
  - 15. Fire behavior related to local hazards and conditions (eg. Wildland flood)**
  - 16. Applications of Extinguishing Agents including Water**
  - 17. Records and Reports**
  - 18. Personnel Rules and Policy**
  - 19. Bargaining Agreement including Grievance Procedure**
  - 20. Local Detection and Extinguishing Systems**
  - 21. Search and Rescue Procedures**

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22. Ladder Company Operations
23. Related Fire Administration and Command Curriculum Degree
24. Washington State Fire Service Training
25. Special Operations (eg. Technical rescue, swift water rescue)

**H. OUTSIDE RELATED HOURS:**

It is the policy of the joint apprenticeship and training committee that the 432 hours of outside related training that is required over the 36 month apprenticeship program be divided as follows. No more than 216 hours can be vocational and no less than 216 hours will be academic. It is the intent of the committee that the academic area be emphasized. This will apply to all classes taken before or after entering the program.

**I. VOCATIONAL TRAINING:**

1. **Any training that teaches basic fire service skills and does not give college level credits.**
2. **Maximum Vocational Hours Allowed:**  
No more than 216 hours for vocational training may be applied to the program.
3. **Maximum Hours allowed for any one vocational class or area:**  
No more than 108 hours will be given for any vocational class or area. (This includes Bates Technical School, WA. State Fire Academy or Equivalent).
  - a. **Bates Vocational Technical:**  
Any hours earned at Bates will be credited using the following prorated formula. One (1) hour of hour prior training will be credited for every ten (10) hours earned, to a maximum of (108) hours.
  - b. **CPR Instructors:**  
CPR Instructors training accomplished off-duty without pay will be approved for vocational training. (6 Hours per year Maximum)
  - c. **WA. State Fire Academy:**  
Academy hours will be credited on an hour for hour basis, to a maximum of 108 hours.
  - d. **Other Academy:**  
Other Academies will be looked at on an individual basis by the apprenticeship committee, however, no more than 108 hours will be credited for any training.

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- e. **Pub Ed. Instruction:**  
Off duty instruction will be given credit up to 8 hours

**J. ACADEMIC TRAINING:**

- 1. **Definition:** Academic training is any class that meets all of the following requirements:
  - a. The class must earn college level credits.
  - b. The classes must be in areas related to the fire service or a general education classes that can be credited towards a certificate or degree in Fire Science or Fire command.
- 2. **Credit for General Education Classes:** No more than 99 hours will be credited as outside training. The classes must be part of a certificate or degree in Fire Science or Fire Command.

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

**A. General Procedures**

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1. The Apprenticeship Committee shall recommend to the Department, to the Union and to the State Committee such minimum standards of training education and experience for apprentices that it deems necessary. It shall also recommend procedures to the Department and to the Union designed to improve the operation of the local apprenticeship program. The Apprenticeship Committee shall cooperate with the supervisor of the apprentice in their responsibilities toward the apprentice.
2. Part-time employment is not to be acceptable for consideration of previous work credit allowance.
3. Notices of apprenticeship tests and contents material will be given to each apprentice approximately 60 days prior to scheduled date of test.
4. Any apprentice wishing to take his/her increment test prior to the regularly scheduled time will submit a letter to the apprenticeship committee for review 30 days prior to the date he/she wishes to take the test.
5. It shall be the policy of the JATC Committee that all apprentices shall complete the established program within the 36-month period prescribed and directed by the JATC Committee. All apprentices are subject to and will be held the standards of performance as set forth in the GENERAL TRAINING OUTLINE FOR APPRENTICESHIP CERTIFICATION.

B. Local Apprenticeship Committee Policies

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**GENERAL TRAINING OUTLINE FOR APPRENTICESHIP CERTIFICATION**

**INTENT**

The intent of this Apprenticeship Training Program is to establish an orderly method for an apprentice Firefighter to accomplish the training required to become a journey-level Firefighter also to ensure that adequate supervision is provided for Apprentice Firefighters to satisfactorily fulfill the minimum requirements and to provide a means for determining that the apprentice has met these objectives as established in this document.

1. **DEFINITIONS:**

A. **Apprentice**

Anyone who is enrolled in the journey-level Firefighter Program administered by the Joint Apprenticeship Training Committee of Eastside Fire & Rescue and Local 2878 International Association of Fire Fighters.



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- B. JATC Workbook**  
Standards of Apprenticeship adopted by Eastside Fire & Rescue Fire Fighters Apprenticeship Committee.
- C. Signed off Objectives**  
When an Apprentice's objective is signed off, it indicates that the Apprentice has demonstrated a command of the subject according to the criteria described in #2C (below)
- D. Objective**  
Each item of a general topic that is denoted by a separate number.  
Examples:
- 2.3 Fire Hose (General Topic)  
2.3A (Objective with a General Topic)
- E. Neat and Clean**  
The Standard of neat and clean when applied to the JATC workbook and three ring binder (if required) will be defined as follows:
1. All material must be organized in the order of the JATC objectives.
  2. All material must be legible. Legible means that it can be handwritten as long as it can be clearly read by the company and training officers. If, in their opinions, the handwriting cannot be easily read, then all materials must be typed.

**WORK AND PERFORMANCE STANDARDS**

The New Firefighter shall serve a probationary period per department standards to demonstrate the willingness and ability to perform the hazardous duties demanded of a Firefighter at fires and other scenes of emergency, as well as the willingness and ability to perform the routine duties required in the fire station and elsewhere as assigned.

The Apprentice Recruit Firefighter shall serve twelve (12) months (2000 hours) as an apprentice Firefighter 4th class (step 1). The apprentice Firefighter shall successfully complete all of the requirements of Apprentice Firefighter 4th class (step 1) before being advanced to Apprentice Firefighter 3rd class (step 2).

The Apprentice Firefighter 3rd class (step 2) shall serve twelve (12) months (2000 hours) as an Apprentice Firefighter 3rd class (step 2) and shall successfully complete all of the requirements of Apprentice Firefighter 3rd class (step 2) before being advanced to Apprentice Firefighter 2nd class (step 3).

The Apprentice Firefighter 2nd class (step 3) shall serve twelve (12) months (2000 hours) as Apprentice Firefighter 2nd class (step 3) and shall successfully complete

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all of the requirements of Apprentice Firefighter 2nd class (step 3) before being advanced to Journey-level Firefighter 1st class.

**PERFORMANCE STANDARDS**

The Training Officer and/or JATC shall periodically examine and evaluate the Apprentice at designated intervals. (Once every 2 months)

**NOTE:** Always done prior to step increases:

- 1) The Apprentice shall achieve 80% or above to satisfactorily pass written and/or oral exams.
- 2) The Apprentice shall satisfactorily pass field and/or practical skill performances.
- 3) The Apprentice shall maintain a satisfactorily knowledge and performance of past material and techniques through the various steps during Apprenticeship training.
- 4) The Journey-level Firefighter shall continue maintaining satisfactory performances after completing the Apprenticeship training according to department policy.

**APPRENTICE FIREFIGHTER RESPONSIBILITIES**

- 1) Maintain notebook of standard sheets and have each performance objective accepted, signed, dated, and remarks indicated by officer or immediate supervisor when objective is satisfactorily met.
- 2) The Firefighter shall develop and maintain a "workbook" with all information, statistics, notes, etc. leading up to knowledge required to reach objectives of each subject, also indicating where such information was obtained.
- 3) Keep such "workbook" available so that the officer or immediate supervisor may review study progress of Firefighter. This could also be used by officer or immediate supervisor for reference to direct questions to apprentice as a method of determining knowledge level and progress.
- 4) Firefighter is responsible for daily record of progress and review by officer or immediate supervisor. He or she is also responsible for obtaining approval signature of officer or immediate supervisor.
- 5) Firefighter to turn in copy of progress sheet to officer or immediate supervisor at the end of each month for review and forwarding to Training Division.

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- 6) Firefighter shall maintain master pages of progress report in his or her notebook for reference and continuing achievement.
- 7) Firefighter is responsible for study time and records of study subjects and time spent both on and off duty relative to the 144 hours of related instruction per suggested curriculum outline.
- 8) Reference Materials for Firefighter 3rd class and Firefighter 2nd class objectives:
  - A. The question for the 24 month and 36 month exams will be taken from these references. Again it is strongly recommended that the firefighter write out all answers and file them in his or her notebook. This will avoid looking up each reference twice: one to complete the objective, and a second time to prepare for the exam. Writing out all the answers does take time, but it assists in memory retention and provides a ready reference source for later.
  - B. The JATC references need periodic updating to remain current with new sources or new editions of old sources. Thus, if a firefighter finds what believes to be a better reference source, he or she should send a memo to the JATC Committee so that it can be reviewed and included, if appropriate. The memo should include:
    1. The objective number
    2. The current reference
    3. The proposed reference
    4. Why it is believed the proposed reference is a better source.

Also, there may be Typographical errors in the reference list. If one is found, please send a memo to the JATC Committee using the above format.

- C. Any time there is a conflict of information between any of the references stated below and Eastside Fire & Rescue Policy Manual, the Policy Manual will prevail.

**OFFICER OR IMMEDIATE SUPERVISOR RESPONSIBILITIES**

1) **PROCEDURES:**

- A. **Individual Qualified to Sign Off Objectives in the JATC Workbook.**  
Any Officer or Acting Officer who is an apprentice's direct supervisor may sign off an objective as completed if the apprentice has met the criteria described in 2D.

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**B. Journey-level Firefighters Assisting Apprentices.**

**SPONSORS:** The company Officer shall select a Journey-level Firefighter to function as a sponsor for each apprentice in his/her company. It is desired that the sponsor will be someone willing to spend the time necessary to work with the apprentice on the objectives. However, if no volunteers are available, then the most capable journey-level worker will be assigned as the sponsor. The journey-level worker selected as the sponsor, will have his name entered on the form in the front of the JATC workbook.

The Sponsors role will be to assist the apprentice with questions regarding the JATC workbook objectives. The Apprentice will do the work of the objectives and the sponsor will guide and assist. The Sponsor will also identify the Apprentice's strengths and weaknesses, noting any need areas of improvement prior to meeting with the Company Officer to have objectives signed off.

**C. JATC Committee Members.**

Any member of the JATC Committee can sign off objectives.

**D. Procedures for the reviewing and signing off performance objectives:**

- 1) The Company Officer will review each objective and the designated reference material before discussing the objectives with the apprentice.
- 2) Next, the Company Officer will review any notes the apprentice has made on the objective. It is required by the JATC committee that each Apprentice develop a three ring binder containing the written answers to each objective. It is the Committee's position that writing out the answers will assist in memory retention, and that it provides a steady reference source when preparing for the next step/promotion exam.
- 3) The Company Officer will discuss with the Apprentice his answers to the objective under review. In order to have an objective signed off as completed, the Apprentice must display to the Company Officer a command of the material that would be equivalent to a passing score (80%) for written and pass/fail for hands on. If the Apprentice does not, then he/she shall be directed to re-accomplish the objective within calendar 30 days.

If the Apprentice fails to meet the criteria a second time, the Company Officer will discuss the situation with the Apprentice and Sponsor to identify the Apprentice's problems. The Company Officer will then send a memo to training describing the problems

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identified with the Apprentice. Training will do a third evaluation of the Apprentice within 30 calendar days. If there is a third failure training will refer the problem to JATC committee in a memo format.

- 4) Once the review has been completed in accordance with #2,C,3 (above) the Company Officer will legibly sign his/her name, the date, and make any appropriate remarks (positive or negative), on a sheet at the end of each section.

**E. Monthly review of JATC Workbook and Three Ring Binders:**

- 1) JATC "Progression Chart": On the last shift of each month that an Apprentice works, he/she will send their JATC Progression Chart to the Training Officer. The Training Officer will review the Progression Chart, sign it off if it is complete, and return it to the Apprentice.
- 2) Three Ring Binders: The Company Officer will review the Apprentice's binder each month to ensure that it legible and complete. If complete, the Company Officer will sign it off. If the binder does not meet the above requirements, then the Company Officer will send it to training for further action. The Training Officer will provide monthly reports to the JATC Committee on the Apprentice's progress, making recommendations when required.

**2) GENERAL REQUIREMENTS:**

- A. A minimum number of objectives are to be completed each month. When the Apprentice is working on the Firefighter 3rd class (step 2), he/she will complete no less than 4 objectives per month. For an Apprentice in Firefighter 2nd class (step 3) program, he/she must complete a minimum of 6 objectives per month. The intent of this procedure is to evenly pace the Apprentice's work so that all the objectives are not done either in the beginning or the end of each step.
- B. In the event the period of Apprenticeship is shortened because of time credited for enrollment in another paid departments JATC program, the minimum of objectives to be completed will be determined by the JATC Committee using the following formula. First, the Committee will determine by the number of months that the Apprentice will serve as a 3rd and 2nd class Firefighter. Next it will divide the number of objectives, (step2=57, step3-115) by the number of months. This will produce an average number of objectives per month. The number can be increased to allow the Apprentice to complete all the objectives in a particular step two months early prior to the step test. Early completion

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of the objectives will allow the Apprentice time to focus efforts on preparing for the exam.

- C. An Apprentice may only receive credit on objectives that are in their current step. They may not work on objectives in the next step until they have passed the exam for their current step.
- D. An Apprentice may work on the objectives in their current step in any order that suits their current training needs.

**TRAINING OFFICER AND/OR JATC RESPONSIBILITIES**

- 1) To make available adequate material, facilities and equipment for demonstrating performance objectives.
- 2) Training Officer and/or JATC shall examine the work, drill and training records of the Apprentice monthly.

**NOTE: If an Apprentice fails to progress satisfactorily, the training Officer and JATC shall meet and discuss the circumstances. The JATC shall make appropriate recommendations to the department.**

- 3) When the JATC determines the Apprentice Firefighter has satisfactorily completed all requirements of the Apprenticeship program, the JATC will notify the Department and the National Committee that a journey-level Firefighter Certificate is being issued to signify a professional level of competence.

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

- Prior to: 20 days of intention of disciplinary action by a committee/organization
- Committee/organization must notify the apprentice in writing of action to be taken
  - Must specify the reason(s) for discipline, suspension, or cancellation
  - Decision will become effective immediately
  - Written reason(s) for such action will be sent to the apprentice

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- Within: 30 days request for reconsideration from the committee
- Apprentice to request local committee to reconsider their action

- Within: 30 days of apprentice's request for reconsideration
- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

- Within: 30 days of final action
- Apprentice must submit the complaint in writing to the supervisor (L&I)
  - Must describe the controversy and provide any backup information
  - Apprentice must also provide this information to the local committee/organization

- Within: 30 days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

- Within: 30 days of supervisor's decision, request for WSATC hearing
- Request must be in writing
  - Must specify reasons supporting the request
  - Request and supporting documents must be given to all parties
  - WSATC must conduct the hearing in conjunction with the regular quarterly meeting

- Within: 30 days after hearing
- WSATC to issue written decision

## **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the

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process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
  - Authorization of Signature - as necessary
  - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
  - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I



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apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

- Program name
- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

### **C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in

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these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

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Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **INDIVIDUAL JOINT**

The **Apprenticeship Committee shall be composed of equal representation from Local 2878 International Association of Fire Fighters, and Eastside Fire & Rescue, representing their respective organizations and selected by the groups they represent.**

The employer representatives shall be:

**Jon Fallstrom, Chairman**  
**175 NW Newport Way**  
**Issaquah, WA 98027**

**John Murphy**  
**175 NW Newport Way**  
**Issaquah, WA 98027**

**Wes Collins**  
**175 NW Newport Way**  
**Issaquah, WA 98027**

The employee representatives shall be:

**William Pitt, Secretary**  
**175 NW Newport Way**  
**Issaquah, WA 98027**

**Pete Sandford**  
**175 NW Newport Way**  
**Issaquah, WA 98027**

**Steve Johnson**  
**175 NW Newport Way**  
**Issaquah, WA 98027**

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

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NONE

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Brian McMahan, Captain (Coordinator)**  
**175 Newport Way NW**  
**Issaquah, WA 98027**